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CIA-RDP70-00211R000200170067-7

Chief, Management Staff

23 October 1958

Chief, Records Management Staff

Weekly Report for Week Ending 22 October 1958

1. Contributions

a. Tangible

(1) The Records Center received 283 cu. ft. of inactive records from seven offices; 39 cu. ft. [redacted] 25X1A13a
1001 cu. ft. awaiting destruction.

(2) Twenty-nine new and eight revised forms approved. Two forms made obsolete.

(3) Concurrence has been obtained from the Office of Security for an additional secured area for a shelf file installation for Industrial Register.

b. Intangible

25X1A6a (1) Twenty-five unofficial forms used by students at [redacted] have been converted to official Agency forms.

25X1A9a (2) Assisted Mr. [redacted] in reappraising the reporting requirements in the Office of Comptroller.

2. Assignments - Active

a. Forms

(1) Eight new and 21 revised forms in process.

(2) Printing Services Division Survey.

25X1C4a (3) Reduction in [redacted] requirements for forms. Met with representatives of DD/P and Mr. [redacted] 25X1A9a to develop procedures for reducing shipping costs to overseas stations.

(4) Revision of Travel Order.

(5) Revision of Chain Envelope and Courier Receipt. Prepared procedures for Area Record Officers to use.

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(6) Teletype Dissemination Information Reports and Systems.

25X1C4a (7) Revision of [redacted] Form. Prepared analysis of revisions suggested by 10 different offices. Discussed suggested revisions with Mr. [redacted] DD/P. 25X1A9a

b. Shelf Filing

(1) Office of Personnel. Equipment installed partially did not meet specifications and will be dismantled and reassembled.

(2) Map Library Division/OCR.

(3) Acquisitions Branch Library/OCR.

(4) Industrial Registry. See 1.a.(3).

(5) Office of General Counsel. New project.

c. Filing Systems

(1) Office of Personnel Subject-Numeric Files. Installations still in process in Mobilization Staff, IAB and Employee Relations Branch.

FOIAb3b1 [redacted]

(3) Security Staff/New Building.

(4) Office of Communications/[redacted] 25X1A6a

(5) Office of Personnel/Contract Personnel Division/Card Index.

d. Audit and Revision of Records Control Schedules

(1) Medical Office. Completed review in Office of Chief.

(2) OCR. Revised schedules for Office of AD and Graphics Register completed.

e. Vital Records

(1) A review of Mobilization Circular 4 recently issued by the Civil Service Commission indicates that we are selecting and depositing personnel records in accordance with these standards.

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3. Assignments - Inactive

a. CEI-Subject-Numeric Files Installtions.

b. Logistics Security Staff Card Index.

c. Machine Records Division Files Survey.

4. News

a. Eleven members of this Staff and two Area Records Officers attended the first meeting of the Interagency Records Administration Conference at the National Archives.

b. Messrs [redacted] 25X1A9a accompanied Miss [redacted], Office of 25X1A9a Communications to Baltimore to see the procedures used by them in microfilming the National Name Index consisting of approximately 160,000,000 names. This microfilm technique and the equipment used for viewing the films have been developed partially for this project. Messrs [redacted] have 25X1A9a been advised.

c. Three members of this Staff attended the lecture given by Mr. Parkinson under the sponsorship of the American Society for Public Administration and the Brookings Institute.

25X1A9a

[redacted]

Distribution:
Orig - Addressee
1 - Mr. [redacted] 25X1A9a
1 - Mr.
1 - Mr.
1 - Miss
1 - Mr.
1 - Mr.
1 - RMS (REPORTS 1 July - December 1958)

25X1A9a

Dft/S/RMS/[redacted]:fjm (23 Oct 1958)

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